



Town of Simsbury

933 HOPMEADOW STREET

P.O. BOX 495

SIMSBURY, CONNECTICUT 06070

Thomas F. Cooke - Director of Administrative Services

BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of submission:** Budget Workshop Schedule
2. **Date of submission:** January 10, 2014
3. **Date of Board Meeting:** January 13, 2014
4. **Individual or Entity making the submission:**
Thomas F. Cooke – Director of Administrative Services
5. **Action requested of the Board of Selectmen** (Acceptance of gift, creation of reserve, approval of contract, information only, etc. Be as specific as possible with respect to the desired action of the Board.):
The Individual or Entity making the submission requests that the Board of Selectmen:

Adopt a schedule for budget workshop dates and times based on the available date described herein
6. **Individual(s) responsible for submission** (Please include complete contact information. The identified individual(s) should be prepared to present information to the Board of Selectmen at the Board Meeting.):

Thomas F. Cooke – Director of Administrative Services

7. **Summary of Submission** (Include in your summary (i) relevant dates and timelines; (ii) parties involved; (iii) a description of financial terms and conditions specifically identifying the financial exposure/commitment of the Town of Simsbury; (iv) whether or not contracts, licenses and other legal documents have been reviewed by the Town's counsel; and (v) other information that will inform the Board of Selectmen's consideration of your submission. Include any additional information in an attached memorandum.):

Pursuant to the Charter, the Director of Finance, at the direction of the First Selectman, is required to present the budget to the Board of Selectmen no later than the first day of March (Section 805). In order to ensure that the Board of Selectmen has adequate opportunity to meet, the First Selectman, Town Staff and the Director of Finance will accelerate the budget preparation process so that the budget is available to this Board by February 27 or 28.

Based on responses to the initial proposed dates, the following alternative dates are presented for your consideration:

- Thursday 2/27 and/or Friday 2/28: Initial budget presentation and overview
- Saturday, March 1: Budget presentations by Town Staff – day-long workshop
- Additional dates as necessary:
 - Friday 3/7 – evening meeting
 - Saturday 3/8 – daytime meeting
 - Monday 3/10 – evening meeting
 - Monday 3/11 – evening meeting

In total, this schedule offers five (5) evening meetings and two (2) Saturday meetings.

8. **Description of documents included with submission** (All documents must be in final form and signed by the appropriate party.):

The following documents are included with this submission and attached hereto:

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